Memorandum

Date:

January 21, 2010

To:

Otay Mesa Inspection Facility

Attention: Lieutenant J. P. Marinez

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Assistant Commissioner, Inspector General

File No.:

005.9968.13159.010

Subject:

2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Otay Mesa Inspection Facility was conducted on December 8, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on December 15, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 213 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 51 items when rounded up to the next whole number (d).

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	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	113	53.05%	25,46	26
Telecommunications	58	27.23%	13.07	14
Fleet	1	.47%	0.23	1
Weapons	41	19.25%	9.24	10
Total	213			51

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 51 of the 51 items were located. One item requires a replacement tag. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 6 of the 6 items reconciled.

Due to your command's effective management of materials and equipment, I request your command only research and investigate the minor discrepancy noted above in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify the variance. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory record. In order to verify that the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 21, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

M. C. A. SANTIAGO, CIG

Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field Border Division Fiscal Management Section Telecommunications Section Office of Inspections, Audits Unit

A

OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT OTAY MESA INSPECTION FACILITY - 646 DECEMBER 15, 2009

	EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Ī	RACK WEAPON/LOCK/CASE	116212			X			NEEDS NEW STICKER

B

CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT OTAY MESA INSPECTION FACILITY - 646

ASSET #	DESCRIPTION	SERIAL#	Y	N	A	T	С	OTHER
PROPERTY I	NSPECTION LIST TO EQUIPMENT							
1 100353	PRINTER L14SI P030979	JPGG008586	х					
2 101462	CAMCORDER MOD 55536 P0646D5041	611640057	Х					
3 101465	JACK PALLET ELECTRIC P0646D5049	MWL22-1A-05382	Х					
4 101773	RADIOLOGICAL SURVEY METER P042284 E95-9	536	Х					
5 105201	WASHER PRESSURE MOD 9-76260 P0646D7003	4398390	Х					
5 106339	MACHINE LABELMAKING MODPT-8000 646D7011	M73234022	Х					
7 116212	RACK WEAPON/LOCK/CASE/SAFE COMB		Х					NEEDS NEW STICKER
3 125913	LAPTOP	0028624760	Х					
125942	COMPUTER	0028707396	х					
10 125943	LAPTOP	0028488872	Х					
11 130549	ROUTER	FHK072510NK	Х					
12 132014	SCALE	25428	X					
13 132194	UNINTERRUPTABLE POWER SOURCE	AS0346311928	X					
14 145902	SWITCH	FOC1026X1Q6	х					
15 149059	PRINTER	CNRXL52473	X					
16 149064	PRINTER	CNRXJ74828	X					
17 150196	RADIATION DETECTION KIT	215520/ PR227094/PR226595	X					
18 152798	COMPUTER	MXL7300VD5	X					
19 152802	COMPUTER	MXL7300VC4	X					
20 152807	COMPUTER	MXL7300VS0	х					
21 152996	CAMERA, COMPACT DIGITAL	572577	X					

CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT OTAY MESA INSPECTION FACILITY - 646

DESCRIPTION	SERIAL#	Y	N	A	Т	C	OTHER
FAX MACHINE		х					
COMPUTER	MXL83907R6	х					
CAMERA 35MM STYLUS 200MPO076D4236	5491899	X					
CAMERA	LZC95150436C	х					
ALCOHOL SCREENING DEVICE/CASE P037047	17948	Х					
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C

CALIFORNIA HIGHWAY PATROL 2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT OTAY MESA INSPECTION FACILITY - 646

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Ĺ	R100098	Cellular Telephone	Warranty	Exchange	07611259800	х				T		
2	R41577	Mobile Radio	5MNW953	CC AAI-08	9540027	х						
3	R44011	Mobile Radio	1154414	C2589P		х			T	1		
ŀ	R45377	Mobile Repeater	5MNW953	CC AAI-08	7629167	х			Ī			
5	R52725	Base Station - rack type			323177	х			T			
5	R62047	Hand-Held Radio	SPARE		402AWUF016	Х						
7	R63819	Hand-Held Radio	10297-RET	S70	402AWY0790	Х						
3	R65714	Hand-Held Radio	16239		402AWY7731	х				I		
9	R66447	Hand-Held Radio	10475-RET	S70	402AWY9200	х						
10	R66448	Hand-Held Radio	14555		402AWY9213	х						
11	R87679	Citizen Band Radio	1154414	C2589P	26010307	х						
12	R88750	Portable Radio			749TDJ8472	X						
13	R88920	Battery Charger - Radio				х						
14	R90499	Hand-Held Radio	13366		355CEC0799	х						
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CALIFORNIA HIGHWAY PATROL 2009 FLEET INSPECTION OTAY MESA INSPECTION FACILITY - 646

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Department of California Highway Patrol Complete Area Inventory 646 - Otay Mesa IF

November 20, 2009

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Issued to officer:

Department of California Highway Patrol

Complete Area Inventory 646 - Otay Mesa IF

November 20, 2009

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Complete Area Inventory 646 - Otay Mesa IF

November 20, 2009

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